

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

JULY 1966

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	100	100	
2. RECORDS ACCESSIONED	1,580	1,580	107,412
3. RECORDS DISPOSED OF AT CENTER	169	169	20,005
4. RECORDS TRANSFERRED FROM CENTER	175	175	29,300
5. RECORDS HOLDINGS	58,107		
6. INTELLIGENCE REPORTS RECEIVED	198	198	55,179
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	55	55	23,298
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	46	46	12,795
9. INTELLIGENCE REPORTS HOLDINGS	19,086		
10. VITAL RECORDS RECEIVED	117	117	14,823
11. VITAL RECORDS DISPOSED OF AT CENTER	16	16	3,632
12. VITAL RECORDS TRANSFERRED FROM CENTER	4	4	2,325
13. VITAL RECORDS HOLDINGS	8,866		
14. ARCHIVES ACCESSIONED	22	22	4,008
15. ARCHIVES DISPOSED OF AT CENTER	6	6	32
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	3,092		
18. TOTAL HOLDINGS	* 89,151		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,255	4,255	652,390
20. INFORMATIONAL REQUESTS	531	531	29,907
21. Archival Documents	309	309	
22. INTELLIGENCE REPORTS	3,560	3,560	
23. VITAL RECORDS	302	302	
24. TOTAL	8,957	8,957	
25. NO. OF PAGES REPRODUCED	412	412	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	105,693	105,693	
A. INITIAL RECEIPT	103,767	103,767	
B. RETURNS	1,926	1,926	
27. Archival Documents	1,937	1,937	
28. VITAL RECORDS	2,023	2,023	
29. TOTAL	109,653	109,653	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	106,650	
31. UTILIZED	86,189	
32. COMMITTED		
33. AVAILABLE	20,461	

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NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR JULY 1966

1. The Center accessioned 1,917 cubic feet of records from various Agency components. This continues the upward trend of the last six months. A part of this trend is due to the Retirement Program of NPIC, which started in April 1966. NPIC retired 266 cubic feet during July and a total of 1,223 since April. Other large retirements were received from DDP (167 cu. ft.), Finance (145 cu. ft.), FMSAC (285 cu. ft.) and OCR (317 cu. ft.).

2. Disposition Action was taken on 471 cubic feet of obsolete records. The backlog of 741 cubic feet of "Special" records remains on Records Center shelves. There are 191 cubic feet of NPIC records that have been transferred to DIA still on Records Center shelves pending physical transfer by NPIC.

3. The total Holdings were increased by 1,446 cubic feet to an all time high of 89,151 cubic feet. There are 2,962 cubic feet of USIB produced reference items in the Federal Records Center in Alexandria.

4. There were 8,957 reference items pulled and forwarded to various requestors in this Agency and other agencies. It was necessary to make four special deliveries of urgently needed documents, one each for CI Staff, WH, FBIS and Personnel.

5. VISITORS:

25X1 FI Staff, was here for two weeks serving his two weeks active Military duty by working on FI Archives.

OBI	6	Update VR Map Collection
OBI	6	" " " "
OBI	4	Work on Archives
RID	1	Deposit Sensitive Vital Records

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Hist. Staff	1	Review Records
OBI	6	Update VR Maps
TSD	2	Review Records
OBI	4	Update VR Maps
OBI	4	" " "
OBI	2	Discuss Map Storage Policy

6. The total capacity of the A&RC has been increased by 3,390 cubic feet of storage space. This was accomplished by doubling up shelving in certain areas for certain types of records. Additional rearrangement of shelving will be attempted when appropriate.

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